

	CONTROLLED SUBSTANCE SCREENING	Operations Order 4.7.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 1

1. **PURPOSE** - This order establishes procedures for testing employees of and applicants to the Department to discourage illegal use of controlled substances and ultimately to maintain the integrity of the Department.
2. **SCOPE** - Those employees subject to the screening process will be selected from one of the three following groups:

GROUP	PERSONNEL
A. U.S. Department of Transportation (DOT) Regulated Random Pool	- All employees required to participate in a DOT regulated random pool which includes employees covered by the Federal Motor Carrier Safety Administration (FMCSA) and Federal Aviation Administration (FAA) regulations - This pool is subject to drug and alcohol random testing as required by federal regulations.
B. Non-DOT Regulated Random Pool	All sworn employees not required to participate in the DOT regulated random pool
C. Police Applicants	- All applicants for police recruit positions and reinstatement to sworn positions prior to being hired - All applicants for civilian, volunteer, and intern positions prior to being hired

3. **SCREENING SELECTION PROCESS**

A. Police Applicants

- (1) Applicants for recruit, reserve, civilian, volunteer, and intern positions within the Department will submit to controlled substance screening during the selection process.
- (2) Scheduling will be coordinated by the Employment Services Bureau (ESB).
- (3) One of the City contracted occupational healthcare facilities will administer the controlled substance screening test as outlined in this order.
 - City contracted healthcare facilities are listed in [6.7.A. City Contracted OHCSF](#).

B. DOT Regulated and Non-DOT Regulated Random Pools - The procedures for randomly selecting employees who are subject to testing for controlled substances from the pools of DOT regulated and non-DOT regulated employees will be as follows:

- (1) The Safety Division of the City Human Resources (HR) Department will administer the selection procedure and the Quality Assurance and Standards Unit (QASU) of the Organizational Integrity Bureau (OIB) will monitor the selection process to ensure its integrity.
- (2) Employees who are subject to DOT regulated or non-DOT regulated random controlled substance screening will have their name and employee identification number added to the appropriate random pool (either DOT regulated random pool or non-DOT regulated random pool) in eChris.
 - (a) Through the use of eChris's randomization function, the City HR Safety Division will run a random selection list weekly for each DOT regulated random pool and non-DOT regulated random pool.
 - (b) The City HR Safety Division staff will send both lists of selected employees to OIB and the City's contracted occupational health provider.

	CONTROLLED SUBSTANCE SCREENING	Operations Order 4.7.04
	PHOENIX POLICE DEPARTMENT	Rev. 10/25/23 PAGE 2

3. B. (3) The selection procedure for the DOT regulated employees will ensure the federally required percentage of employees in the City's DOT regulated random pool are tested annually.

- The annual DOT random testing rates can be found at <https://www.transportation.gov/odapc/random-testing-rates>.

- (4) The selection procedure for the non-DOT regulated employees will ensure 25% of the average number of positions in the random pool are tested annually.

4. **RANDOM SELECTION SCREENING PROCEDURES**

- A. Upon receiving the lists of randomly selected DOT regulated and non-DOT regulated employees from the City HR Safety Division, OIB will send email notifications to the employees' immediate supervisor in their chain of command.

- (1) The employee's **immediate** supervisor will verbally notify the employee to report to a City contracted occupational health provider for testing.

- Confidentiality of the selection will be strictly maintained until the affected employee is notified.

NOTE: Employees will not be given advanced notice of their selection.

- (2) If notification cannot be accomplished within seven calendar days, the employee's supervisor will notify OIB and disregard the selection.

- OIB will notify the City HR Safety Division that the notification was not made and the reason the notification was not made.

- (3) Upon notification, the employee will be required to report immediately to the nearest, open City contracted occupational healthcare facility for screening.

- (a) If a conflict exists that makes the employee unable to report immediately for screening, the employee's chain of command will prioritize the scheduling conflict.

- The employee will report to the testing location as soon as possible after completing the conflicting task (routine or non-critical duties and tasks are not reasons to delay reporting for testing).

- (b) Time will not be allotted for the employee to confer with a union representative or attorney prior to testing.

- (4) Employees will present their identification and employee identification number when they check-in at the City contracted occupational healthcare facility.

- (5) Employees will not refuse to take a controlled substance screening test; failure to report immediately for screening will subject the employee to disciplinary action.

- B. The attendant at the City contracted occupation healthcare facility will provide employees with a Chain of Custody Document/Request form.

- (1) Employees will complete this form, following all the instructions on the form to ensure the security of the specimen.

- (2) Employees will be required to present their Department issued commission card or Department identification to the City contracted occupational healthcare facility employee.

- (3) Employees will provide the right index fingerprint on the Chain of Custody Document/Request form.

	CONTROLLED SUBSTANCE SCREENING	Operations Order 4.7.04
	PHOENIX POLICE DEPARTMENT	Rev. 05/17 PAGE 3

4. C. The City contracted occupational healthcare facility attendant will ask employees to remove any unnecessary garments such as a coat, jacket, or protective vest that might conceal items or substances that could be used to tamper with or adulterate the urine specimen.
 - (1) The City contracted occupational healthcare facility attendant will ensure all personal belongings, such as a purse or briefcase, remain with the outer garments.
 - (2) Employees may retain their wallet.
- D. Employees will be instructed to wash and dry their hands prior to urination.
- E. Employees **will not** tamper with a controlled substance screening test.
 - (1) When there is reason to believe an employee may alter or substitute the specimen to be provided, the City contracted occupational healthcare facility attendant will call the Communications Bureau supervisor.
 - The Communications Bureau supervisor will notify an on-duty supervisor to respond to the facility.
 - (2) The supervisor may order the employee to provide an observed specimen.
 - (3) When an observed specimen is ordered, the person observing the collection will note the observation on and sign the Chain of Custody/Request form.
- F. The employee will be given a collection bottle and directed to a private bathroom or collection area where the employee will be allowed as much time as necessary to provide a specimen consisting of at least 50cc of urine.
 - The employee will be allowed to consume sufficient quantities of water as necessary to facilitate this process.
- G. Under normal circumstances, actual collection of the specimen will not be observed; however, precautions will be taken to prevent contamination of the specimen.
 - (1) A bluing agent or dye will be added to the water of the toilet to prevent contamination of the specimen.
 - (2) The collection bottle will be checked by the City contracted occupational healthcare facility attendant for volume, color, and appearance.
 - The temperature strip located along the side of the bottle will ensure the specimen temperature is within acceptable limits.
 - (3) If the temperature of a specimen is outside the range of 90.0 to 100.0 degrees Fahrenheit, there is reason to believe the individual may have altered or substituted the specimen. Another specimen will be collected under direct observation of the same gender.
 - (a) Both specimens will be forwarded to the laboratory for testing.
 - (b) Individuals may have their oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen caused by the specimen's temperature falling outside the prescribed range.
 - (4) The City's occupational healthcare provider may, with or without notice, change the specific methodology of sample collection listed in this order (such a change does not invalidate this order or invalidate the results of any test).



CONTROLLED SUBSTANCE SCREENING

Operations Order

4.7.04

PHOENIX POLICE DEPARTMENT

Rev. 03/22

PAGE 4

4. H. Both the individual being tested, and the City contracted occupational healthcare facility attendant shall keep the specimen in view at all times before it is sealed and labeled.
 - When the specimen is transferred to additional bottles, the City contracted occupational healthcare facility attendant will request the individual observe the transfer of the specimen and the placement of a tamperproof seal over the bottle caps and down the sides of the bottles.
- I. Once a sample is provided, the City contracted occupational healthcare facility attendant will place a tamperproof seal on the containers showing the date and the individual's specimen number.
- J. Employees will initial the identification labels that will be placed on the specimen bottles to certify it is their specimen.
- K. The employee will sign and date the Patient Affidavit block of the chain of custody documents to verify the authenticity of the samples.

5. **SCREENING PROCEDURES FOR POLICE APPLICANTS AND RECRUITS**

- A. Screening procedures to test police applicants will be the same as those detailed in sections 4.B. through 4.K of this order.
 - In the event a recruit applicant fails to comply with these procedures, the ESB commander or lieutenant will be notified immediately.
- B. Recruits will undergo controlled substance screening at the Police Academy using procedures similar to those described in sections 4.B through 4.K of this order.
 - In the event a recruit fails to comply with these procedures, the Training Bureau commander will be notified immediately.

6. **LABORATORY ANALYSIS PROCEDURES FOR ALL EMPLOYEES AND APPLICANTS**

- A. The laboratory selected and the personnel employed by the laboratory will comply with all current procedures outlined in the [Department of Transportation \(DOT\) 49 Code of Federal Regulations \(CFR\) Part 40](#) (the tables in section 6.D of this order reflect standards in place at the time of this policy revision).
 - Per the [Phoenix Law Enforcement Association \(PLEA\) Memorandum of Understanding \(MOU\)](#), any changes will be discussed and agreed upon prior to implementation for its members.
- B. Initial Test
 - (1) The initial screening will use an immunoassay that meets the requirements of the Food and Drug Administration for commercial distribution.
 - (2) A small portion of the original test sample will be used to test for any of the substances.
- C. Confirmatory Test
 - (1) All specimens identified as positive on the initial test will be confirmed, using gas chromatography/mass spectrometry (GC/MS) at the cutoff values.
 - (2) All confirmations will be by quantitative analysis, using a small portion of the original sample.



CONTROLLED SUBSTANCE SCREENING

Operations Order

4.7.04

PHOENIX POLICE DEPARTMENT

Rev. 05/17

PAGE 5

6. C. (3) Concentrations that exceed the linear region of the standard curve will be documented in the laboratory record as "greater than highest standard curve value."

- D. Listed below are initial cutoff levels and confirmation levels to determine if the test is positive:

DRUG CLASS	INITIAL TEST LEVEL (ng/ml)*	CONFIRMATORY TEST LEVEL (ng/ml)*
Alcohol	0.02%	0.02%
Amphetamines: Amphetamine/Methamphetamine	500	250
Anabolic Steroids	See table below	See table below
Cocaine Metabolite	150	100
Marijuana Metabolites	50	15
Opiate Metabolites	2000	2000
6-Acetylmorphine **	10	10
Phencyclidine	25	25
NOTE: *Ng/ml = nanogram per milliliter (a nanogram is one-billionth of a gram) **Test for 6AM when morphine concentration exceeds 2,000 ng/mL		

STEROID DRUG	INITIAL TEST LEVEL (ng/ml)*	CONFIRMATORY TEST LEVEL (ng/ml)*
Boldenone	5	5
Clostebol	5	5
Mesterolone	5	5
Nandrolone	5	5
Norethandrolone	5	5
Oxandrolone	5	5
Oxymetholone	5	5
Stanozolol	5	5
Testosterone/Epitestosterone	Ratio of 15	Ratio of 15
NOTE: *Ng/ml = nanogram per milliliter (a nanogram is one-billionth of a gram)		

- E. Samples that are screened "none detected" contain either no drugs or drugs below the cutoff detection level for that drug.

- F. Samples that are screened "positive" are handled by the laboratory as follows:

- (1) Following a positive screen from the initial immunoassay test and a positive screen from the GC/MS test, samples are placed in a locked forensic freezer at the testing laboratory and are maintained for one year, after which time they may be discarded if retention is not requested by the Police Department.
- (2) A portion of a retained specimen sufficient for testing from a positive sample may be transferred directly from the testing laboratory to a Substance Abuse and Mental Health Services Administration (SAMHSA)-certified laboratory of the officer's choosing and tested at personal expense.

7. REPORTING PROCEDURES

- A. Test results for sworn employees will be reported in the following manner:

- (1) The laboratory will report test results to the City contracted occupational healthcare facility's contracted medical review officer (MRO) within five working days after receipt of the specimen by the laboratory.
- (2) The laboratory will report as negative all specimens that are negative on the initial test or negative on the confirmatory test.
 - Only specimens confirmed positive after the confirmatory GC/MS test will be reported positive for a specific drug.

	CONTROLLED SUBSTANCE SCREENING	Operations Order 4.7.04
	PHOENIX POLICE DEPARTMENT Rev. 10/25/23	PAGE 6

7. A. (3) Positive test results will be reviewed by an MRO.
 - (a) The MRO will report all verified positive findings to the City Alcohol and Drug Testing Office.
 - (b) The City Alcohol and Drug Testing Office will notify OIB of the positive findings.
 - (4) Results of positive tests will not be used in criminal proceedings.
 - (5) Any breach of confidentiality will be dealt with under [Operations Order 2.1.00, Discipline Policy and Review Boards](#).
 - (6) Obtaining Test Results - Officers wishing to obtain the results of their controlled substance screening may do so by contacting the City Alcohol and Drug Testing Office by telephone two weeks after the date of the test.
8. **PURGING POLICY** - The City Alcohol and Drug Testing Office will purge controlled substance screening reports based on the following:
- A. Reports positive for controlled substances will be purged five years from the date of the positive result.
 - B. Reports negative for controlled substances will be purged one year from the date of the negative result unless a specific request is made by the officer being tested to keep the report for a longer period of time.

Last Organizational Review: